Class Tasks B3
Reviewing and Refining Data Model Designs
Suggested Answers

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Class Task 3.1 – Timescales

Individually or in small groups.

Identify the tasks & timescales for the given scenario. Add more rows if needed.

Present your timescales to the group.

Time Allowed: 15 minutes.

Suggested Answers

Job sheet

Task	Timescale	New Timescale

Data sheet

Task	Timescale	New Timescale

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Expenses sheet

Task	Timescale	New Timescale

Summary sheet

Task	Timescale	New Timescale

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Class Task 2.2 – Hold Feedback Meetings

Individually or in small groups.

Plan and hold **TWO** meetings to get feedback from **AT LEAST TWO PEOPLE.**

Record the minutes of your meeting.

Present your findings to the group.

Time Allowed: 20 minutes.

Minutes 1

Meeting Minutes			
Meeting Date:			
Those Present:			
Agenda Items	***Decision***	***Actioned By***	***By When?***
New Action Items			
Action Item		***Actioned By***	***By When?***
Date of Next Meeting			
Location of Next Meeting			
Objectives			

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Minutes 2

Meeting Minutes

***Meeting Date**:*			
Those Present:			
Agenda Items	***Decision***	***Actioned By***	***By When?***
New Action Items			
Action Item		***Actioned By***	***By When?***
Date of Next Meeting			
Location of Next Meeting			
Objectives			

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Class Task 2.3 – Create the RAID log

Individually or in small groups.

Use the feedback given to you to create the RAID log for the project.

Present your ideas to the group.

Time Allowed: 5 minutes.

Suggested Answer

Risk / Issue	Description	Actions	Decision

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Class Task 2.4 – Refining Ideas and Solutions.

Individually or in small groups.

Refine the design solution as identified by your RAID log. Change the documentation as necessary.

You might need to change Layout, Processing, Navigation or Timescale documentation.

Add more issues if needed.

Present your refined design solution to the group.

Time Allowed: 20 minutes.

Issue 1 Suggested Answer

Issue 2 Suggested Answer

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